



**THIS DOCUMENT IS INTENDED FOR REVIEW ONLY.  
APPLICATIONS MUST BE SUBMITTED USING THE EGMS  
SYSTEM AT [grants.osse.dc.gov](http://grants.osse.dc.gov) WHERE IT WILL BE AVAILABLE  
ON DECEMBER 19<sup>TH</sup>, 2014.**

**Request for Applications (RFA)**

**Office of the State Superintendent of Education (OSSE)  
Wellness and Nutrition Services Division (WNS)**

**DC School Garden Grant (SGG)**

Announcement Date: November 7<sup>th</sup>, 2014

RFA Release Date: November 21<sup>st</sup>, 2014

Application Submission Deadline: January 31<sup>st</sup>, 2015

**LATE OR INCOMPLETE APPLICATIONS  
WILL NOT BE REVIEWED.**

More information is available on the [School Garden Grant Webpage](#).



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## **Section I: General Information**

### **Introduction**

The Office of the State Superintendent of Education (OSSE), Wellness and Nutrition Services Division (WNS) is soliciting applications for the DC School Garden Grant (SGG) as mandated by the Healthy Schools Act (HSA) of 2010 (DC Law 18-209). The purpose of this grant is to increase the capacity and scope of DC school gardens as educational resources. As such, the grant promotes the use of the school garden by school personnel to facilitate meaningful learning experiences for students in the classroom, garden, and cafeteria. This three-pronged approach helps students gain exposure to new foods and insight into the source of their food and the myriad benefits of gardening and consuming locally grown produce.

### **Background**

Current estimates indicate that 35.4% of children in DC are overweight or obese (CDC) and 37.4% of children live in households that are food insecure (DC Hunger Solutions). The HSA aims to reduce obesity and improve the health, wellness, and nutritional status of the more than 80,000 public and public charter school students in the District of Columbia through healthy school meals, physical activity, and nutrition education. School gardens and farm to school efforts are an important component of this as they provide exposure to fresh fruits and vegetables, as well as an opportunity for students to connect to the sources of their food, which may help them to make healthier choices in the future.

To this end, the HSA requires OSSE to make competitive grants available to support school gardens in DC public schools (DCPS), public charter schools (PCS), and other organizations.

With 107 active school garden programs, over a dozen school garden and farm to school focused non-profits, and both a School Garden Specialist and a Farm to School Specialist within WNS, the District is well-poised to support school garden and farm to school programs. Schools across the District use school gardens and cafeterias to engage students in nutrition, environmental, and science education. Most of these programs are spearheaded by a few champions of the school garden and farm to school movement, on top of their primary responsibilities. This model has proven unsustainable over time, as these individuals do not have the capacity to build and manage robust programs.

There is great potential to expand the reach of these programs to engage more students across all subjects. Data collected by OSSE shows the biggest barrier schools face in establishing and sustaining garden programs is the lack of a School Garden Coordinator (SGC). The DC School Garden Grant seeks to establish new garden and farm to school programs or expand existing garden and farm to school programs through the establishment of a SGC position in schools. A SGC is an individual who manages the day-to-day operation of the school garden program including program management, technical support, and instruction. The SGC works closely with the classroom teachers to plan and deliver nutrition-based lessons in the garden and the classroom. A framework, which outlines the responsibilities of the SGC, is available [here](#).

**Intended Population**

The intended population for the DC School Garden Grant is:

- Teachers or administrators in District K-12 public and public charter school.
- Garden and farm to school-based non-profits that work in partnership with schools.

**Application Checklist**

Applications must meet the following requirements to be eligible for review:

- ☐ All required components of the application are completed.
- ☐ All components of the application have been thoroughly reviewed and signed by the appropriate stakeholders.
- ☐ The completed application must be submitted, including all narrative responses and uploaded documents by or before the deadline.

**Due Date**

Applications must be received no later than January 23<sup>rd</sup> 2015 before 5:00pm.

**OSSE Contact Information**

Sam Ullery  
School Garden Specialist  
Healthy Schools Act Initiatives  
Wellness and Nutrition Services Division  
DC Office of the State Superintendent of Education  
Government of the District of Columbia  
810 First Street, NE  
Washington, DC 20002  
Phone: (202) 741-6485  
Email: [sam.ullery@dc.gov](mailto:sam.ullery@dc.gov)

## **Section II: Award Information**

### **Award Period**

The grant period is one (1) year beginning on March 2nd, 2015 and ending on March 1<sup>st</sup>, 2016.

### **Available Funding**

The total funding available for this award period is \$300,000. Eligible schools and organizations may apply for an award amount of up to \$15,000 to fund new and active school garden and farm to school programs. To assist projects with initial expenses, 30% of each grant will be available as start-up funds within the first 30 days of the grant cycle. Subsequent payments will be in the form of reimbursements in compliance with OSSE grant policies and procedures. Organizations seeking funding must have sufficient alternate funds available to cover up-front costs for grant activities.

### **Funding Restrictions**

Funds may be used to support activities described in the program requirements of this RFA and/or included in the applicant's submission as part of their program plan. At least 80% of the project budget must be allocated to the School Garden Coordinator's salary, which may not exceed a rate of \$30/hour. No more than 20% of the project budget can be used for student transportation (ex: field trips for students to visit a farm), garden supplies and curriculum, and to support the promotion of garden and farm to school lessons. Funding may not be used for food or travel expenses (ex: hotels, airline tickets, and per diem).

### **Audits**

At any time or times before final payment and for three years thereafter, the District and/or the federal government may audit the applicant's expenditure statements and source documentation. The applicant cannot at any time prior to the application process nor during the award period be in violation of any previous grant obligations to the District of Columbia government or a United States federal agency.

### **Pre-Application Question Period**

To ensure an equal opportunity for all applicants, OSSE requests that applicants submit questions regarding the RFA electronically to [sam.ullery@dc.gov](mailto:sam.ullery@dc.gov) by 5:00pm on January 17<sup>th</sup>, 2015. Questions submitted after this deadline date will not receive responses. Answers to submitted questions will be made available through email by January 17<sup>th</sup>, 2015. Please review the [FAQ page](#) before submitting a question.

Applicants are strongly encouraged to participate in one of the webinar information sessions below. A recording of the information session will be available upon request.

December 16<sup>th</sup>, 2014 10:00-10:30am

Register here: <https://www2.gotomeeting.com/register/838767394>

December 17<sup>th</sup>, 2014 2:00-2:30pm

Register here: <https://www2.gotomeeting.com/register/322447130>

## **Section III: Eligibility Information**

### **Eligibility**

OSSE will accept applications from DC public schools and public charter schools participating in the Healthy Schools Act (2010) in partnership with DC based school garden and farm to school focused organizations with 501(c) 3 status. OSSE will accept one application for each school campus, however an organization may submit up to four (4) applications with different schools.

A list of recommended partner organization that have successfully managed past SGG grants is available [here](#). Applying schools may choose to collaborate with an organization that is not on the list; however, evidence that confirms that the organization has the experience and capacity to support the project must be provided. A letter of commitment is required from each partnering organization or school.

### **Fiscal Sponsor**

The fiscal sponsor may be either the school or an organization which has been endorsed by the school as the fiscal sponsor. If the grant is to be remunerated directly to a community-based organization, that organization is then designated as the fiscal sponsor and must have 501(c)3 status and must include their 501(c)3 Determination Letter as an attachment to the application.

### **Cost-Sharing**

Applicants must contribute cost-sharing funds equal to or greater than 20% of the grant amount. A detailed line-item breakdown of cost-sharing contributions should be identified in the budget. Volunteer time may not be used to satisfy this requirement. Applicants applying for less than \$5,000 are not required to contribute cost-sharing funds. All applicants are required to contribute resources to the accomplishment of project objectives and are required to limit indirect costs to 8% of the total funds awarded.

### **Grant Award Payments**

In accordance with section 80.21(d) of the Education Department General Administrative Regulations (EDGAR), OSSE has implemented a reimbursement process for all sub-grantees. Grant award payments are reimbursable on a monthly basis. Program costs must be paid by the subgrantee to the payee prior to requesting reimbursement; it is not sufficient for costs merely to be incurred. All awards will be reviewed annually for consideration of continued funding. Compliance with programmatic and fiscal implementation and reporting will be considered. In order to receive local funds, sub-grantees must establish eligibility by submitting an application to the OSSE in accordance with the relevant program statute(s) and any additional rules established by the OSSE. Once OSSE has fully approved the application and issued an official Grant Award Notification, sub-grantees may then receive payment for allowable expenditures for which obligation was made during the grant period through the reimbursement request process. To receive reimbursement for grant program expenditures, OSSE sub grantees must complete and submit the applicable reimbursement workbook/s electronically.

## **Section IV: Submission and Application Information**

### **Application Period**

The Request for Applications (RFA) was released on November 21<sup>st</sup>, 2014. The deadline for application submission is **January 23<sup>rd</sup>, 2015 at 5:00 PM EST**. All applications will be recorded and a receipt will be emailed to the contact provided by February 20<sup>th</sup>, 2015.

### **Submission Requirements**

The application must be submitted electronically using the EGMS System which can be accessed here: [grants.osse.dc.gov](http://grants.osse.dc.gov). The required contents are as follows:

- School Eligibility
- Contact Information
- Narrative
- Supporting Documentation
- Detailed Planning Expenditures (project budget)
- Assurances

## **Section V: Program Requirements**

### **General Program Requirements**

Grantees will be required to complete the following activities under the SGC:

- Grantees must have or establish a School Wellness Committee that convenes at least three times per year consisting of parents, teachers, students, administrators, staff, and community members and:
  - Integrates school garden and farm to school activities into the overall wellness mission of the school.
  - Assists the SGC in implementing the requirements of the grant.
  - Provides support to the SGC in the day-to-day operations of the project.
- Grantees must establish a School Garden Coordinator (SGC) position to oversee day-to-day operations of the school garden. The SGC must:
  - Participate in all School Wellness Committee meetings.
  - Manage the day-to-day operation of the proposed school garden and farm to school program including program management, technical support, and instruction.
  - Collaborate with at least five classroom teachers to plan and deliver farm to school and garden lessons.
  - Partner with the food service vendor, to plan and implement at least three cafeteria-based events including, but not limited to, taste tests, cooking demos, or produce displays.
  - Participate in quarterly full day trainings.

- Engage the school community to increase the scope of the school garden as an educational resource.
  - Facilitate their school's participation in Growing Healthy Schools Week (October), and Strawberries and Salad Greens Day (May).
  - Maintain a healthy school garden using sustainable agricultural practices as defined by the DC Healthy Schools Act.
- Grantees must provide two written reports and occasional informal verbal reports on their progress through:
    - Participation in two site visits in which a School Garden Assessment will be conducted with the SGC.
    - Submission of Mid-Project and End-Project Reports.

## **Section VI: Review Process and Application Scoring**

### **Review Process**

Applications will be screened initially by OSSE staff to determine whether all application and eligibility requirements have been met. Only applications that meet all eligibility and application requirements will be evaluated, scored, and rated by the review panel. OSSE may use internal peer reviewers, external peer reviewers, or a combination of both to review and score the applications received for this RFA. An external peer reviewer is an expert in the field or the matter. Scoring and recommendations of the review panel are advisory only. The final decision to fund applicants rests solely with OSSE. After reviewing the recommendations of the review panel and any other information considered relevant, OSSE shall decide which applicants to fund, as well as the funding amount.

### **Application Criteria and Scoring**

All applications that meet the application criteria will be reviewed and scored by a review panel using the following criteria:

<b>Criteria</b>	<b>Points</b>
<p><b><i>Project Vision and Implementation Plan</i></b></p> <ol style="list-style-type: none"> <li>1. Applicant describes the current state of the garden and farm to school program.</li> <li>2. Applicant describes the vision of the proposed school garden and farm to school project.</li> <li>3. The applicant provides a clear implementation plan, including a timeline, for the project.</li> <li>4. The applicant anticipates challenges and has a plan in place to overcome these challenges.</li> <li>5. The applicant has clearly described the role of the School Garden Coordinator and provides evidence that this person will receive adequate support to carry out the activities of the grant.</li> </ol>	20



<p><b><i>Curriculum Integration Plan</i></b></p> <ol style="list-style-type: none"> <li>1. The applicant indicates which school garden and farm to school curricula will be used and how school garden and farm to school concepts will be integrated into the classroom environment.</li> <li>2. The applicant clearly explains how students will be encouraged to make connections between the school garden, the cafeteria, and the classroom.</li> </ol>	16
<p><b><i>Student and Community Involvement Plan</i></b></p> <ol style="list-style-type: none"> <li>1. The applicant provides specific examples of how students will be impacted by the grant activities.</li> <li>2. The applicant provides specific examples of how the school community will be involved in the proposed project.</li> </ol>	16
<p><b><i>Cost-Effectiveness of Budget</i></b>  <i>In addition to the question below; the level of cost-effectiveness will be determined by the Budget and Budget Justification Narrative included in the Narrative Form.</i></p> <ol style="list-style-type: none"> <li>1. The applicant is clear about how proposed costs were determined.</li> <li>2. The applicant has taken measures to ensure that the project is cost-effective.</li> <li>3. The applicant provides a clear explanation of the source and value determination of in-kind contributions.</li> <li>4. All proposed costs are described in the Budget and Budget Justification Narrative.</li> </ol>	16

### **Description of Scoring**

The criteria above will be score using the following indicators:

- **Missing:** The category is not addressed.
- **Does Not Meet Expectations:** The applicant is missing a very large portion of the category, fails to provide information, provides inaccurate information, or provides information that is not discernible.
- **Working Towards Expectations:** The applicant provides unclear and non-specific information, partially addresses the category, but provides limited information about approach and strategies. The answers lack focus and detail.
- **Meets Expectations:** The applicant provides general but sufficient detail, adequately addresses the category, however some areas are not fully explained and/or questions remain. The application has some minor inconsistencies and weaknesses.
- **Exceeds:** The applicant provides specific and comprehensive information, and provides complete, detailed, and clearly articulated responses to address the

category. The description is well-conceived and the ideas are fully developed and original.

## **Section VII: Award Administration**

### **Decision and Notifications of Awards**

OSSE reviews all applications for grant funds in accordance with DC competitive funding regulations. OSSE will notify all applicants of the final award decision no later than February 20<sup>th</sup>, 2015. Each awarded applicant will receive a Grant Agreement Notice (GAN) that will include the award amount, award agreement, terms and conditions of the award, and any supplemental information required.

### **Monitoring**

The grant recipient's effectiveness is determined based upon the following information:

- Results from the [School Garden Assessment Tool](#).
- Responses to questions in the Mid-Project and End-Project Reports.
- Responsiveness to requests and inquiries from OSSE.

### **Corrective Action and Termination of Funding**

In the event that programmatic, financial, or documentation conditions of the grant are not being met in an appropriate and timely fashion, progressive actions will be taken, at the discretion of OSSE, up to and including the termination of funding. A project which is terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

### **Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, national origin, age, gender, or disability be denied the benefits of or be subjected to discrimination under, any program activity receiving funds from the School Garden Grant. In accordance with the District of Columbia Human Rights Act of 1977, no educational institution shall deny, restrict, or abridge or condition the use of, or access to, any of its facilities, services, programs, or benefits of any program or activity to any person otherwise qualified, wholly or partially, for a discriminatory reason, based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, or disability of any individual.

### **Confidentiality**

Except as otherwise provided by local or federal law, no recipient of OSSE funds shall use or reveal any research, statistical, or personally identifiable information furnished under OSSE by any person, for any purpose other than that for which such information was obtained in accordance with the OSSE program funded. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

### **Terms and Conditions**

- OSSE reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
- OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- OSSE may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- OSSE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- OSSE shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by OSSE; and compliance conditions that must be met by the grantee.
- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

## **Section VIII: Application Narrative**

### **School Eligibility Checklist**

Please provide a response to all statements and questions below to determine applicant eligibility. Once your answers have been selected, click the Submit Eligibility button. All responses will be verified by OSSE.

- The applicant/authorized representative submitting this application certifies that the current year School Health Profile has been fully completed and submitted on the OSSE website.
- Schools may only apply once per year for DC SGG funding. The applicant/authorized representative submitting this application certifies that the school has not submitted any other applications for DC SGG funding during this Fiscal Year.

- The applicant/authorized representative certifies that the school has not been **awarded three or more DC SGG Awards within the past 5 years.**

### **Project Narrative**

Criterion 1 Project Narrative: Project Vision and Implementation Plan (20 out of 68 Points)

Please provide a brief narrative for each of the following sections:

1. Please describe the current state of the garden and farm to school program. (5000 characters)
2. Please describe the vision of the proposed school garden project. (5000 maximum characters)
3. Please describe your implementation plan for the project. (5000 maximum characters)
4. Please describe any challenges that you anticipate and describe how you will overcome these challenges. (5000 maximum characters)
5. Please describe the role of the School Garden Coordinator (SGC) and provide evidence that the SGC will receive adequate support to carry out the activities of the grant. (5000 maximum characters)

Criterion 2 Project Narrative: Curriculum Integration Plan (16 out of 68 Points)

Please provide a brief narrative for each of the following sections:

1. Please indicate which school garden and farm to school curricula will be used and how school garden and farm to school concepts will be integrated into the classroom environment 5000 maximum characters)
2. Please explain how students will be encouraged to make connections between the school garden, the cafeteria, and the classroom. (5000 maximum characters used)

Criterion 3 Project Narrative: Student and Community Involvement Plan (16 out of 68 Points)

Please provide a brief narrative for each of the following sections:

1. Please provide specific examples of how students will be impacted by the grant activities. (5000 maximum characters used)
2. Please provide specific examples of how the school community will be involved in the grant activities.(5000 maximum characters used)

Criterion 4 Project Narrative: Cost-Effectiveness of Budget (16 out of 68 Points)

Please provide a brief narrative for each of the following sections:

1. Please describe how proposed costs were determined. (5000 maximum characters)
2. Please describe the measures taken to ensure that the project is cost effective. (5000 maximum characters)
3. Please provide a clear explanation of the source and value determination of in-kind contributions. (5000 maximum characters)

4. Please provide a Budget Justification Narrative describing the costs outlined in your budget. (5000 maximum characters)

All supporting documentation should be uploaded using the File Upload (through EGMS). Required documentation can be submitted upon the initial submission of this application. If the Office of State Superintendent of Education (OSSE) requests further documentation, this File Upload process is the location where such files should be attached to your application for review.

Required Documents to Include:

- 501(c)3 Determination Letter.
- Up to three (3) School Garden/Farm to School photos as Microsoft Word or Adobe PDF files (copy/scan photos as .doc or .pdf).
- Letters of Commitment
- Partner Organization MOU

If you have files to upload for OSSE review, please provide a brief description of the contents of each file.

### **Budget Overview**

For each of the following budget categories in this section, the applicant must provide a full list of all planned expenditures from the DC School Garden Grant (SGG) pool of funds. The total of all expenditures in this section must match the total amount from all sources of funds.

A summary of the budget category planned expenditures can be found below:

- Salaries and Benefits
- Professional Services
- Equipment
- Supplies and Materials
- Fixed
- Property Costs
- Other
- Cost-Sharing

### **DC School Garden Grant Program Specific Assurances**

By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below.

We hereby attest the following:

1 We are able to maintain adequate files and records and can and will meet all grant reporting requirements:

1. Our fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and we give the sponsoring agency through any authorized

- representative, the right to audit and inspect all records, books, papers, or documents related to the grant;
2. We are current on payment on all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensating premiums. (Except for public or charter schools, this statement of certification shall be accompanied by a Certificate of Good standing from the District of Columbia Office of Tax & Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR);
  3. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
  4. If required by the grant making Agency, we are able to secure a matching amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest acts committed by any employee, board member, officer, partner, shareholder, or trainee;
  5. We are not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and are not proposed for debarment of presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
  6. We have the financial resources and technical expertise necessary to perform the grant or sub grant, or the ability to obtain them;
  7. We will insure that the facilities under our school or organization's ownership, lease or supervision, which shall be utilized in the accomplishment of the project are compliant with all District statutes, codes, and regulations;
  8. If required by The Healthy School Act of 2010 (HSA) (D.C. Law 18-209), our school or organization is in compliance of all of the requirements of this act;
  9. We know and understand that awarded funds shall be used to support garden-based education and activities which may include covering the costs of personnel, transportation, materials, and training. The funds may not be used to support travel. The funds may not be transferred outside of, or within the organization or school, for any unrelated purpose; and
  10. We will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly with whom they have family, business, or other ties.

**Acknowledgement Assurances - Administrative Approval, Compliance, Terms and Conditions**

The applicant hereby certifies School Administrative Approval. Furthermore, checking this box serves as electronic signature by an authorized representative, indicating that the School Administrator is aware of completion and submission of this application and that the School Administrator supports potential school involvement in the School Garden Grant.

The applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below and will serve as authorized representative.

#### APPLICANT ACKNOWLEDGEMENT OF COMPLIANCE WITH APPLICABLE DISTRICT AND FEDERAL STATUTES AND REGULATIONS

The applicant shall comply with all applicable District and Federal Statutes and Regulations not limited to those below:

1. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 et seq.)
  2. Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 et seq.)
  3. The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.)
  4. The Fair Labor Standards Act, Chap 676, 52 Stat, 1060 (29 U.S.C. 201 et seq.)
  5. The Clean Air Act (Sub grants over 41000,000) pub. L. 108-201, February 24, 2004, (42 U.S.C. Chap 85et seq.)
  6. The Hobbs Act (Anti-Corruption), Chap 537, 60 St. 420 (see 18 U.S.C. § 1951)
  7. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. 201)
  8. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 et seq.)
  9. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et seq.)
  10. Military Selective Service Act of 1973
  11. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001)
  12. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
  13. Executive Order 12459 (Debarment, Suspension and Exclusion)
  14. Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.)
  15. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.)
  16. Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
  17. District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
  18. Title VI of the Civil Rights Act of 1964
  19. District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
  20. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352)
  21. Individuals With Disabilities Education Act of 2004 (IDEA), 20 USC 1400 et seq.
- As the duly authorized representative of the applicant, I hereby assure that the applicant shall comply with the above laws.

Terms and Conditions

1. OSSE reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
2. OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
3. OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
4. OSSE may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
5. OSSE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
6. OSSE shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by OSSE; and compliance conditions that must be met by the grantee.
7. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.